



The Papua New Guinea Institute of Director Inc.

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NOMINATION FORM

**“BEST ANNUAL REPORT” CATEGORY
(Focus on ESG)**

To nominate a company for the above award, please complete the following form with supporting documents and send to:

Name	:	Events Committee
Organisation	:	PNGID Secretariat Office
Address	:	PO Box 660, Port Moresby, NCD
Telephone	:	320 0508
Email	:	admin1@pngid.org.pg

An incomplete form or late submission will be considered ineligible.

Closing Date of Nominations: 13th Octoberber 2025, 5pm.

NOMINEE DETAILS

Company name:	Company website:
Company address:	
Company phone number:	Nominee’s email address:

BEST ANNUAL REPORT COMPANY AWARD OBJECTIVE

PNGID seeks to improve good corporate governance and elevate the importance of good directorship in meeting this goal. This award recognizes leadership at the Board room that not only results in compliance with the requirement to prepare financial reports in line with statutory requirements and financial reporting standards but applies skills and experience to help a company communicate honestly and with integrity

PNGID BEST ANNUAL REPORT OF THE YEAR AWARD

on its performance. In addition, it seeks to recognize Companies that have incorporated Environmental, Social and Governance factors explicitly in its annual reporting showing how it manages risks and opportunities in these areas to drive long-term business value. This is achieved by providing qualitative and quantitative data on specific metrics such as greenhouse gas emissions, diversity and inclusion, and leadership policies. The goal is to offer transparency, inform stakeholders like investors and customers, and demonstrate genuine commitment to sustainability and responsible business practices.

ELIGIBILITY

The Annual Report must be for the 2024 financial year and for an entity that is a registered business or not-for-profit organization based in Papua New Guinea either in private sector or the public sector. These entities must have been operating for at least two years and have at least 15 permanent full time or part time employees at the beginning of 1 January 2023.

The nominees will be reviewed by a Selection Panel that includes prominent individuals from Papua New Guinea's director community. PNGID Board Directors cannot participate in the nomination process.

Nominees will be assessed against the criteria specified below. Please provide a copy of the entity's annual report for 2024.

CRITERIA

When making your nomination, please outline the reasons why the nominee should receive the award. Please provide details on the company's 2024 annual report following the award criteria listed below. Please provide evidence to support the statements.

Selection Criteria. The selection considerations for this Award will be based on the following criteria and supporting statements in your submission:-

- 1) Presentation
 - Is the report a stand out, an eye catcher? If yes, provide a short summary.
 - Does it demand readership? If yes, provide a short summary.
 - Does it immediately profile / promote its company in a positive way? If yes, provide a short summary.
- 2) Reading
 - Is it easy to read and understand?
 - Is the information relevant and meaningful?
 - Does it articulate the company's business and performance in a positive way?
 - Honesty – Telling the good news with the bad.
- 3) Does the annual report include a ESG Report, detailing its performance and strategies related to Environmental, Social, and Governance factors, showing how it manages risks and opportunities in these areas to drive long-term business value. The goal is to offer transparency, inform stakeholders like investors and customers, and demonstrate genuine commitment to sustainability and responsible business practices.
Environmental, Social and Governance (ESG)
 - **Environmental** - Does the report indicate how the company performs as a steward of nature, including its energy use, waste and pollution.
 - **Social** – Does the report show how it manages relationship with employees, suppliers, customers and the communities where it operates.
 - **Governance** – Does the report reflects the company's leadership, audits, internal control and shareholders' rights
- 4) Financials – Tick the appropriate box
 - a. Are all financial information, including especially the Profit & Loss Statement, the Balance

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Sheet, Cash Flow Statement, Statement of Changes in Equity (or equivalent such as Statement in Changes in Members Funds), presented in an easy to read format with relevant explanations?

- b. Is all financial information fully disclosed?
 - c. Is a historical comparison provided?
- 5) Did you like it?
- a. Was the report honest, informative, well-articulated, look good and answer your questions?

Declaration of Interest. PNGID will follow strictly the procedures of Declaration of Interests, whereby during the processes of selection, Members of the Selection Panel make declarations of interests in relation to the candidates and abstain from the discussions and voting on cases with respective interests involved.

Withdrawal. If, after an Award is bestowed, any fact supplied in the respective nomination is discovered to be fraudulent or untrue, or the Awardee is proven to be associated with a fraudulent or dishonorable conduct, PNGID reserves the right, after consulting the Selection Panel, to withdraw the Award.

NOMINATED BY PNGID PROFESSIONAL MEMBER

Name: _____

Organisation: _____

Address: _____

Telephone: _____

Mobile: _____

Email: _____

Signature: _____

Date: _____

SECONDED BY PNGID PROFESSIONAL MEMBER

Name: _____

Organisation: _____

Address: _____

Telephone: _____

Mobile: _____

Email: _____

Signature: _____

Date: _____